



# Presbyterian Church of Victoria

## Maintenance of the Ministry Committee

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June 8, 2011

**To: All Session Clerks**  
**All Treasurers including Federal Board Treasurers**

**cc: Presbytery Clerks**

### **Re: 2011-12 Annual Report Form Data**

Greetings in the Lord.

All parishes and home mission stations are required to complete an Audited Annual Parish Report Form annually, as well as unaudited Forms at other times for special purposes. Other Committees also make use of the data supplied in the APR for their assessment of parish finances in fulfilling their responsibilities. For the sake of consistency, all parishes should follow the same basic processes in adopting an annual budget, and the Committee recommends that all parishes adopt a common outline Chart of Accounts for recording their income and expenditure.

Please find below data to assist your Board in completing a Parish annual Budget and the Report Form. We recommend that you keep a few blank copies of the APR for future use. An Acrobat PDF version is available on the PCV website under Forms --> Annual Parish Reports, as is a copy of this letter. The layout and design of the Form remains unchanged, although various parishes have advised us of possible improvements. We have held these in abeyance for the time being.

Once again, MMC Committee members are available to assist Parishes with the recording of their financial stewardship, and the completion of the Form. If there is any matter which you consider warrants our attention, please do not hesitate to call me as Convener, or the Registrar (details above).

We remind all parishes and home mission stations that the July-June financial year is still in force until such time as the 2010 Assembly decision is confirmed and implemented, and we strongly encourage use of the APR as the basis for your financial year budget. This will help the Parish, the Moderator and the Presbytery in their oversight of the work of God within your bounds.

We expect that the Board should still be able to complete the Form and forward it to Presbytery in accordance with the timetable found on page 1 of the APR.

### **Standardised Chart of Accounts**

The Committee has released a standardised chart of accounts directly aligned with the entries in the Report. This is available on the PCVic website in electronic form for use with Quicken and MYOB accounting packages, and in printed form for use with columnar cash books. Adoption of this standardised chart of accounts should eventually reduce the workload for Treasurers when completing the Form. We again emphasise that the use of spreadsheets is fraught with difficulty and is discouraged in favour of using formal accounting packages such as MYOB, Quicken/QuickBooks or similar double entry bookkeeping packages.

## **Federal Board structures**

Where a Federal Board/Congregational Board structure applies, the main Form is to be completed in total by the Federal Board, since it is responsible for meeting the Terms of Settlement of the Federal Parish. Each congregation is to complete a separate copy of page 2 only, with their local figures only. The same principle applies to other multi-congregational structures – the primary Board is the one which is responsible for the Terms of Settlement of the charge.

## **Transfers between Federal and Congregational Boards**

When funds are transferred to Federal Boards for use in the overall Parish work, each Congregational Board is to show such totals on the line at the end of their Expenditure section. Federal Boards are to show the collected funds in total on the line at the end of the Income section.

It will be necessary for all Treasurers to work together to ensure that the transfers in and out agree, and are correctly totalled. All parts of the Form are then to be submitted for audit and will then proceed through the rest of the steps to reach our Committee.

## **Superannuation Subsidy**

Parishes and Presbyteries are reminded that the MMC may grant a subsidy of up to 25% of the amount paid for Superannuation during the year for parishes facing financial difficulty.

Letters of application are to be lodged via your Presbytery, which should consider the financial position of the parish, and resolve to either support and endorse the application, decline the application, or vary the application. If the application is not declined, it should then be forwarded to the Committee.

## **Supplementary Data**

All Parishes should note that, at the end of the financial data, additional information is requested regarding insurance coverage. This has become necessary after incidents where churches found themselves gravely under-insured at the time a claim was made. Please use the information as an alert to assess the adequacy of your insurance cover.

## **Key Figures**

To assist with completion of the Form, you will find an attached page listing relevant items reproduced from various sources. Much of this data will remain useful throughout the year, after the budget process has concluded.

## **Further Assistance**

Should you require any assistance with the Form or your budget process, please do not hesitate to contact me.

Please note that the letterhead above show my home contact details, where I am usually available only after hours. If urgent assistance is required, please ask for work hours contact details.

Yours in the service of the King,

John M Angelico  
Convener

Attach.

## Attachment

### Key Figures (changed items marked \*\*)

The following items are reproduced from various sources:

**\*\* a) Remuneration:** Commission of Assembly 2011

Minimum remuneration as from July 1st 2011.....	\$ 47,136
Minimum Stipend component of minimum remuneration.....	\$ 30,636
Maximum Non-Cash Benefits component of minimum remuneration.....	\$ 16,500
Additional travel above 6000km (per km).....	45c
Sustentation Qualifying Stipend.....	\$ 21,210
Maximum Sustentation Grant per annum.....	\$ 9,426

**\*\* b) Superannuation contribution** percentage of Actual Remuneration.....15%

Unless otherwise arranged with your minister, Superannuation will be invoiced by the Church Office annually in July.

**c) Long Service Leave Levy** (per Minister) .....\$300

**d) Children's Education in NCBs** 2001 General Assembly Minute 29 (not mandatory)

each child 13 and over 3% of minimum remuneration

each child 16 and over 5% of minimum remuneration

**\*\* e) Supply Fees:** 2011 Commission of Assembly

\$120 for one service

\$140 for two services and

\$165 for three services using the same sermon on the same day

\$220 for two services or more, with separate sermons

and that the **travel reimbursement** for supply preachers be set at the same rate as set out above for ministers: 45c/km.

Please note that Parishes should budget for a minimum of 8 weeks of Supply per year, comprising 5 weeks annual leave, 1 week study leave and a contingency of 2 weeks (minimum) for visitors/sickness etc.

**f) Assembly Rate:** 2011 suspended.....NIL

**g) Assembly GMP** allocations will be provided by your Presbytery, flowing from the Commission of Assembly 2011 allocation of the total to Presbyteries.

**h) Additional NCB Allocation in Lieu of Manse** provision (Reg 7 (d) ii):

“... an amount equivalent to rent as an additional Non-Cash Benefit if the minister lives in his own home.”

NB: this amount should be determined as the rent for a home comparable to a manse in the same area or vicinity. Please consult local real estate agents for advice if necessary.

The Committee strongly recommends applying sanctified common sense where there are major disparities in rents across the Parish, or more economical rents are available a little further away from the church property.

The Committee's **strong preference** is for the Parish to provide a Manse wherever possible – either by owning a property, or by renting a property in the name of the Parish. Payment of NCB Allocation in lieu of a Manse is not preferred as it is not treated equitably by Centrelink, and this has a major impact on the overall financial circumstances of the manse family.

[End]